



City of Dublin

**Office of the City Manager**

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# Memo

**To:** Members of Dublin City Council

**From:** Marsha I. Grigsby, City Manager *mb*

**Date:** January 9, 2014

**Initiated By:** Michelle L. Crandall, Assistant City Manager

**Re:** Resolution 01-14 - Franklin County Public Health Memorandum of Understanding

## Summary

Franklin County Public Health (FCPH) has been in the process of preparing an updated Continuity of Operations plan for use in the event that the agency's downtown office, located at 280 East Broad Street, would become unavailable due to a disaster or other event that would interrupt business operations. Part of this plan includes the identification of several alternate temporary facility locations to house all or some of the FCPH's staff. Earlier this year, City staff met with FCPH staff to identify areas within City owned buildings that would meet the agency's needs.

The attached Memorandum of Understanding would provide FCPH with two temporary facility locations in Dublin. The primary location would be the Service Center training room and the secondary location would be the 5800 Building 1<sup>st</sup> floor large conference room. Both of these facilities fulfill FCPH's space and technology needs.

Dublin is one of several locations identified for this purpose within FCHP's Continuity of Operations plan. Use of Dublin's facilities by the agency would be dependent on the type and magnitude of the incident triggering the need for temporary re-location and the availability of other identified locations. Preference would be given to the use of Franklin County-owned facilities, if available, prior to requesting the use of facilities within other jurisdictions.

## Recommendation

Staff is requesting passage of Resolution 01-14. Should you have questions regarding this memorandum, please contact Michelle Crandall at 410-4403 (desk) or 206-4886 (mobile).

## Dayton Legal Blank, Inc., Form No. 30045

Passed \_\_\_\_\_ 20\_\_\_\_

**Clerk of Council**

**Memorandum of Understanding  
between  
Franklin County Public Health  
and  
the City of Dublin, Ohio  
November 29, 2013**

**I. Purpose**

This Memorandum of Understanding (MOU) is an agreement between Franklin County Public Health (FCPH) and the City of Dublin to provide facility support in the event FCPH's primary location at 280 E. Broad Street became unavailable, thereby allowing FCPH to continue providing essential services to the public.

**II. Background**

FCPH has operations that must be performed, or rapidly and efficiently resumed, in an emergency. While the impact of an emergency cannot be predicted, planning for operations under such conditions can mitigate the impact of an emergency on staff, facilities and customers. To that end, FCPH has prepared a Continuity of Operations (COOP) plan that will enable it to continue provision of essential services in the event 280 E. Broad Street became unavailable.

**III. Scope of Services**

**A. Franklin County Public Health Responsibilities:**

- 1) Will diligently work with Franklin County Public Facilities Management to return to a permanent location.
- 2) Will supervise the movement of operations to temporary facilities provided by Dublin.

**B. City of Dublin Responsibilities:**

- 1) Upon notification, the City of Dublin will provide safe, secure working facilities for FCPH personnel to enable the performance of FCPH's essential functions.
- 2) Will allow FCPH to forward phone numbers from 280 E. Broad St. to the new facilities and provide FCPH with internet access.

#### **IV. Activation**

- A. During working hours, the FCPH will activate this MOU by contacting the following based on jurisdictional authority:
  - 1) City of Dublin:
    - a. For access to the City of Dublin Service Center Location, 6555 Shier Rings Road:  
  
Brian Ashford, Facilities Manager, 614-410-4774 (desk) or 614-419-2505 (mobile).
    - b. For access to the City of Dublin Development Building Location, 5800 Shier Rings Road:  
  
Brian Ashford, Facilities Manager, 614-410-4774 (desk) or 614-419-2505 (mobile).
- B. Within two hours of receiving the call from FCPH, a representative from the City of Dublin will make contact with the requesting FCPH representative to verify the request has been received, state the level of support City of Dublin can provide, and make necessary coordination.
- C. Franklin County Public Health contact numbers:
  - 1) Business Hours: Monday – Friday (8:00 am – 5:00 pm)
    - a. Emergency Preparedness Supervisor:
      - 614-525-3699 (office phone) or
      - 614-561-3200 (work cell phone)
    - b. Director of Nursing:
      - 614-525-3689 (office phone) or
      - 614-900-0639 (work cell phone)
    - c. Director of Environmental Health:
      - 614-525-3825 (office phone) or
      - 614-928-8182 (work cell phone)
  - 2) Non-Business Hours (including evenings, weekends and holidays)
    - a. FCPH Emergency Number – 614-525-3965 (COPC)

**V. MOU Maintenance and Termination**

- A. Every two years this MOU will be reviewed and signed by both parties.
- B. Termination of this agreement can occur from either party by providing 30 days written notice to the opposite party.

**VI. Signatories**

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Marsha I. Grigsby City Manager City of Dublin	Date

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Susan Tilgner, MS, RD, LD, RS Health Commissioner Franklin County Public Health	Date